Job Description: **Pastoral Assistant**

Reports to: Pastoral Lead

Hours: Monday- Friday

Review and Amendment: *This job description will be reviewed annually and may be subject to modification and amendment following consultation between the Headteacher, Pastoral lead and the position holder.*

Purpose of Job

- To manage pupils' behaviour, delivering high quality care and support for emotionally vulnerable young people educated at Miller House School.
- To work in close collaboration with teaching staff directed by pastoral lead to ensure and maintain a consistent approach to behaviour management and interventions.
- To practice with a high degree of competence, with the aim of reducing barriers to education and independent social interaction, leading to all pupils achieving their potential.
- To support pupil induction.
- To support pupils learn how to self regulate.
- To work with specific Pupils and develop their resilience and skills within lessons and around the site to improve their engagement in their own learning.

Key Result Areas

- Provide "front-line" intervention support during the school day to respond to and minimise incidents arising from pupil behaviour, provide initial counselling and guidance and support to enable pupils to return to lessons.
- Provide support to the Pastoral manager to plan and implement strategies and work with pupils on an informal basis to maintain good behavioural standards.
- Monitor pupil behaviour on a daily and weekly basis to provide management information, ensure accurate recording of incidents for case external meetings and reviews in response to any escalating individual problems.
- Ensure the consistent application of the school behaviour policy by working with staff and pupils on a planned basis to develop awareness and understanding of acceptable standards, implement and review strategies for behaviour improvement and coping skills.
- To liaise with all relevant professionals within school to provide integrated support for specifically identified pupils.
- To liaise with families/carers/other agencies to enhance in school integrated support services.
- Ensure appropriate records are kept in respect of physical interventions, incident records, communication with parents, risk assessments, and behavioural support recording.

Responsibilities

- With the Pastoral manager, ensure the consistent application of the School Behaviour Policy.
- Implement agreed strategies to manage and improve the behaviour of pupils, focused on key individuals.
- Monitor and analyse the behaviour of pupils using the online behaviour management system.
- Assisting and managing the return of pupils back to the classroom.
- Provide an on-call response to support teaching and learning.
- Liaise with teaching staff to support teaching and learning.
- Support pupils in following the rules of the school, to enforce school behaviour expectations.
- Update School Behaviour Policy, in discussion with SLT, on at least an annual basis.
- Update pupils Risk Assessments.

Principal Accountabilities

- Support the all staff in the management of behaviour by establishing policies, practice, codes and standards and ensuring their consistent application on a day-to-day basis.
- Plan and provide a “front line” support service by responding to and defusing incidents and by working with individual pupils and staff to enable pupils to cope with difficult situations and participate in learning opportunities.
- Monitor pupil behaviour on an individual and collective level to provide management information reports and recording and reviewing of individual behaviour to assist in behaviour modification programmes.
- Work with Teachers and teaching assistants to develop and implement teaching and learning activities that will enable students to understand and exercise individual and social responsibility.
- Establish and implement effective morning and afternoon handover procedures and processes to ensure that pupil support staff and teaching staff provide a consistent approach to discipline and behaviour.
- Ensure that codes of practice for staff and pupils are adhered to and that the use of sanctions and rewards is consistent and appropriate to the overarching policy on behaviour.
- Support the development of behaviour management by supporting and assisting staff to develop skills, standards and professional practice that will minimise disruption to learning, incident levels and damage to property and equipment..
- Implement agreed strategies to manage and improve the behaviour of pupils.
- You will be required to work 1:1 with young people assigned to you.

Training and Professional Development

Physical and Mental Demands

Whilst performing day-to-day duties the post-holder will need to be physically and mentally fit to undertake necessary physical duties including pupil violence, bad language and when required, physical intervention of pupils. All of this must be undertaken in accordance with 'crisis prevention institute ' methodology.

Whilst performing day-to-day duties the post-holder must demonstrate a calm and collected frame of mind especially with pupils displaying anger and challenging emotions.

Confidentiality

It is expected that all Miller House School employees understand the nature of our work is confidential and details about our pupils and their families, associated services, pupil records and activities/incidents at the school should not be divulged to members of the public. If there is a breach of confidentiality, this may result in disciplinary action being taken.

This job description and specification is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed by post holder. However, the job description can never be fully exhaustive of unforeseen changes or circumstances. It is expected that staff will, within reason, respond to unforeseen circumstances and emergencies as they arise, commensurate with their qualifications, experience and the situation.